



MISSIONARIES OF ST FRANCIS DE SALES

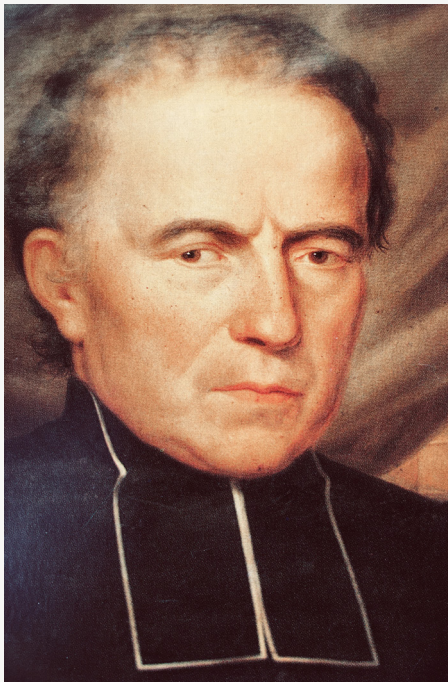
SOUTH-WEST INDIA PROVINCE

VINAYALAYA, MSFS Provincial House, P. B. No. 5557, Malleswaram West P. O, Bengaluru 560 055, INDIA

Tel: 080-23348041, Mob: 9797396800

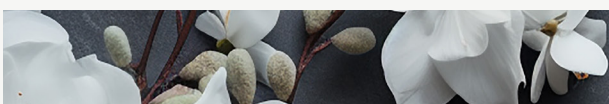
SWIP Circular TK/15

September 2023



My dear Confreres,

The month of September is exceptionally special to all missionaries of St Francis de Sales as we have the twin celebrations of the patroness of our Congregation, Mary Mother of Compassion, and the Founder's Day on the death anniversary of our beloved Founder, Fr Peter Marie Mermier. It was at the peak of her personal participation in the salvific suffering of Jesus Christ that the blessed Virgin was anointed as the compassionate Mother of the entire Church as she participates in the sacrificial suffering of the humanity in love and with compassion. Francis de Sales taught us the "spirit of liberty" in our spiritual journey, as the late Pope Benedict XVI noted, a "liberty that excludes constraint, anxiety and scruples," but encourages us to be who we are both before God and other humans. Fr Mermier in turn challenges us with his love for community and passion for a community-based Mission. We have heard and often quoted the famous declaration of Fr Mermier: "**My resolve is unshakeable; my longings are the same. I want mission work.**" But it is probable that we have failed to personalize the connection he had underlined between community and mission. When Fr Mermier said that he wanted mission work, he was firm in wanting the work of mission through a community of the Congregation. It is indeed possible to be missionaries without being members of a religious congregation. But that is not what Fr Mermier wanted. For Fr Mermier, his call was to found a religious community to which was entrusted the work of missions. For an MSFS, any tendency to be in mission outside the framework of a religious community is contrary to the very spirit of its Founder. Thus, as we, as the Sons of Fr Mermier, prepare ourselves to celebrate his Day, would do well if we could also recapture a bit of his love for the community and his passion for a community-based apostolate.



HAPPY *Founder's Day*

GENERAL CHAPTER 2025 AND ITS PRE-CAPITULAR COMMITTEE

We know that we are in our collective preparatory journey towards the General Chapter 2025 under the theme: *“I have chosen you (Jn. 15:16): MSFS, Live the Charism.”* Our beloved Superior General, in his latest circular (SG-AB2-13), has given the final list of its composition as well as an over-all orientation to its dynamics. Please familiarize yourselves with all the details as they pertain to our very life as a congregation. Fr Superior General has also given the list of the Pre-Capitular Committee he has constituted with their specific tasks. The members are:

- Fr VELANGANI Dola (Secretary-General)
- Fr POOVATHUNKAL Shibu
- Fr De SOUZA Benedict
- Fr A. Anthony Swamy
- Fr KALLIDUKIL Johnson (Assistant Superior General representing the General Administration)
- Fr BAVIRI Suresh Babu (Provincial of the Hosting Province)

PROVINCE ANNUAL RETREAT

As was informed earlier, the first Province Annual Retreat is scheduled from **October 23rd -27th, 2023 in Vinayalaya. The second retreat is scheduled for January 8th -12th, 2024.** Participation in either of the retreat is constitutionally mandatory, and those who have not yet registered your names may kindly do so at the earliest. All those who are not part of the first retreat are automatically participants of the second one.

ORIENTATIONS OF OUR SUPERIOR GENERAL IN THE LIGHT OF THE APPROVAL OF THE AMENDMENTS TO OUR CONSTITUTIONS

On the 21st of August, I had published the orientations given by our Superior General in the light of the Approval from Rome of the Amendments decided upon by the Extraordinary General Chapter to our Constitutions. Since these amendments bring in a number of changes, I am presenting below once again these orientations as **Appendix I.**

UNIFORM POLICIES AND GUIDELINES FOR THE FINANCIAL ADMINISTRATION OF OUR MINISTRY OF EDUCATION

As you are aware, we have been initiating, step by step, measures for a uniform and professional management and administration of our ministry of education. For practical reasons, we began with academic and office co-ordination first. Meanwhile, under the convenership of

Fr Mathew Elayadathumadam, our Provincial Bursar, a core committee has been working on policies and guidelines for financial management and administration. The draft document they presented was taken up for study and discussion in the meeting of our education forum on the 17th of August 2023. The revised draft was meticulously studied by the Provincial Administration and in its meeting held on 11th September 2023, it has unanimously approved this document as the uniform Policies and Guidelines for the Financial Administration of our ministry of Education. **These Uniform Policies and Guidelines will come into immediate effect with their publication through this circular. The full document is appended at the end of this circular as Appendix II. With this we have tried to bring all the administrative and functional aspects of our ministry of education under the ambit of a uniform code for the entire province. All are obliged to follow them in letter and spirit and any exception requires prior permission from the Provincial.** It is my humble and earnest request to all our confreres involved in our ministry of education to acquaint themselves with all the details of our policies and guidelines, including the earlier ones, and follow all the required procedures meticulously in all the matters. Only with your whole-hearted co-operation our vision can translate itself into reality and all our efforts can become effective. Let us together evolve a culture in carrying out our ministry of education, rooted in uniformity, quality, transparency, and professionalism, and thus become part of creating a legacy that we as a Province can truly be proud of.

BLESSING OF THE FOUNDATION STONE FOR EDEN NIVAS



During his canonical visitation to the South-West India Province, Rev. Fr Abraham Vettuvellil, our Superior General, blessed the foundation stone for Eden Nivas, the designated retirement home for our priests, on 13th September 2023 at 15.30 hrs. in the presence a large number of MSFS confreres, nearby parish priests, sisters and close neighbors. The ground-breaking ceremony followed the blessing. The process for awarding the construction work is in its final stages and in a matter of weeks we expect to begin the actual work. Our sincere thanks go to Fr Jose Parappillil, the Rector of SFS Seminary Ettumanoor, and Fr Sijo Kovilparambil in getting all the required permissions and for making all the arrangements for the function.

PERMISSION FOR THE DEGREE COLLEGE, TAMAKA, KOLAR

As per the decision of our Provincial Chapter 2022 to restart the Degree Programme at our College at Tamaka, Kolar, we had approached the University for permission to do the same as our earlier permission had elapsed. Being promised that the permission could be obtained this academic year itself and that we could already start the courses, the college administration, in tune with the newly introduced National Education Policy, has already introduced two streams of four-year undergraduate degree programme: BCA and B.Com. Due to the timely and meticulous steps taken by the Principal, Fr Joseph Thoppil, and the Manager and Administrator, Fr Vinod Kanattu, we could obtain due permissions from the Government of Karnataka and got affiliated to Bangalore North University, one of the largest State Universities in India. At present we have 30 students registered for the degree programmes. On behalf of all the members of the Province, I thank and congratulate both of them for their efforts and wish them the very best for the future. During his canonical visitation, Rev. Fr Abraham Vettuvellil, our Superior General, formally inaugurated the Degree College on September 25, 2023.

APOSTOLIC COMMUNITIES AND THEIR CONVENORS

After the recent transfers some apostolic communities may be in need of electing new office bearers. Therefore, all the apostolic communities are requested to come together at the earliest and fill in the vacancies, if any, and inform the office of the provincial of their respective office bearers. It is mandatory that the apostolic communities meet together often, at least four times a year, to strengthen their spiritual and human bond and discuss matters of common interest. In view of the preparations for the coming General Chapter, it is necessary to have fully functional apostolic communities.

JYOTHI NILAYA, THE MSFS HOUSE AT KOZHIKODE

For some time, our house at Kozhikode was not functioning as a MSFS community and no ministry was being carried out there. The house and property were rented out. Now it is decided that we will restart a community there and initiate some ministry as a first step towards discerning a stable ministry for this community. Rev. Fr Francis Kizhakkethazhe is appointed to move into the house from the 1st of October 2023 and assist the province in resuming a community and a full-fledged ministry there.

INFORMATIONS

The New Provincial Administration of East-Africa Province

The Provincial Congress of East-Africa Province has elected the following members to the Provincial Curia:

- **Fr James Panthalanickal** (Provincial)
- **Fr Thomas Kochalumchuvattil** ((Admonitor & Councilor in-charge of Formation))
- **Fr Antonysamy Sebastian** (Councilor in-charge of Mission)
- **Fr Innocent Ngowi** (Councilor in-charge of Social Apostolate and Innovative Ministry)
- **Fr Sunny Vettickal** (Councilor in-charge of Education)
- **Fr Reji Pendanathu** (Provincial Bursar)

Congratulations to the newly elected provincial curia of East-Africa province and wish them God's abundant blessings in leading the province to greater heights.

Provincial Chapter of Nagpur Province 2023

The Provincial Chapter of Nagpur Province has been convened from **09th November 2023 to 13th November 2023** with the theme: **"LIVE AND BE A VISIBLE SIGN OF OUR CHARISM."**

We keep the entire Province and its missionary intentions in our prayers that the forthcoming Chapter may be a time of blessing and effective planning for the province.

● Provincial Congress of Pune Province 2023

The 9th Provincial Congress of Pune province has been scheduled from **13th November 2023 to 17th November 2023 at Ishvani Kendra, Pune**, with the theme **“MSFS PUNE: LIVE OUR CONSECRATED LIFE AS JOYFUL WITNESSES IN THE LIGHT OF OUR CHARISM”**.

We wish them a successful and inspiring Provincial Congress. May God’s blessings guide their deliberations, leading to continued growth and success.

● PMP Training Program 2023

PMP Training program for the year 2023 is scheduled for November 18 to 28, 2023 at Charis Bhavan Retreat Centre, Athirampuzha, Kerala. Maximum of four confreres from every Indian province who are in the first five years of priestly ordination can participate in this training program. The purpose is to create in them a genuine interest in the ministry of preaching retreats and missions. There will be input sessions and interactive sharing and training in preaching.

● The Address of ITSSCAT-INDIA, UNIT-2 in Perinthalmanna

ITSSCAT-India, De Sales Bhavan, Palachode P.O, Paloorkotta Road,
Perinthalmanna, Malappuram (Dt)
Ph. 0494 2080317

● Fr John Joseph on Treatment

As informed earlier, Fr John Joseph was severely affected by malaria and was admitted to Bebeja Hospital in Chad. He has now returned to India for further treatment. We wish Fr John Joseph God’s blessings and a speedy recovery.

● Regional and General Curia Meetings

Date	Programme	Venue
Sept 28 - 29, 2023	Regional Education Forum Meeting	Trichi
Sept 30 - Oct 1, 2023	Regional Formation Forum Meeting	Vizag
October 1 – 2, 2023	Regional Stewardship Forum Meeting	Guwahati
October 2 – 3, 2023	Regional SAIM Forum Meeting	Nagpur
October 7-9, 2023	Internal Audit	Vinayalaya, Bangalore
October 10, 2023	Formation Forum Meeting with General Secretary	Vinayalaya, Bangalore
October 23 -26, 2023	PMP National Gathering	Nagpur

● **National Youth Director and Assistant National Youth Director of the Missionaries of St. Francis de Sales in India**

As we celebrate 2023-2024 as the Year of Fransalian Youth, Fr Abraham Vettuvelil, our Superior General has appointed Fr Carlus Barowa, as the National Youth Director and Fr Jaddu Joseph, as Assistant National Youth Director of the Missionaries of St. Francis de Sales in India for a term of three years.

● **Priestly Ordination**

Don. Ndeialdongar Toussaint MSFS will be ordained as a priest by the imposition of the hands of Rt. Rev. Martin WAINGUE BANI, the Bishop of Doba Diocese, at St Josephine Bakita Church, Bero, Doba, on October 21, 2023.

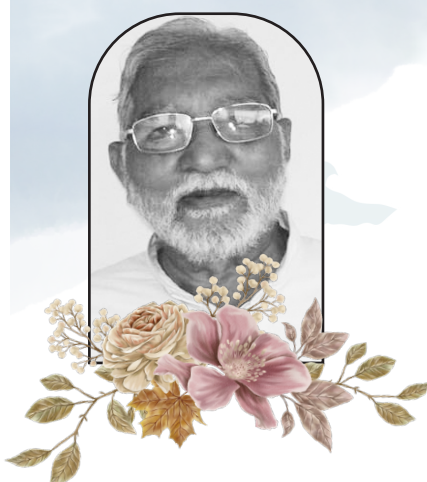
● **The following scholastics belonging to the Philippines delegation are promoted to receive their Diaconate Ordination:**

1. Bro. Jeson Ly S. Berdida
2. Bro. Jibin Pathil

● **The following Scholastic ceases to be the Member of the Congregation**

1. Bro Akash Tirkey

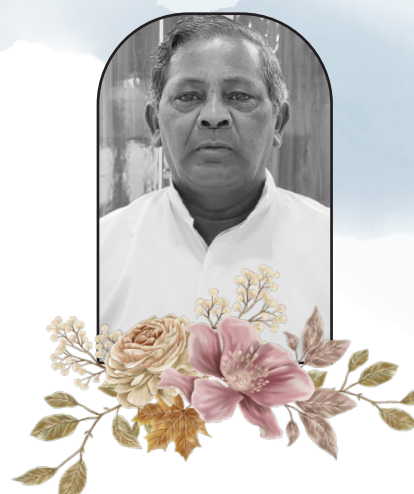
OBITUARY



FR JOSEPH PULICKAL
DIED ON: 15-08-2023
(VISAKHAPATNAM PROVINCE)



FR SAJI THARAYIL
DIED ON: 18-08-2023
(GUWAHATI PROVINCE)



FR NARISSETTY FRANCIS XAVIER
DIED ON: 10-09-2023
(VISAKHAPATNAM PROVINCE)

- Mrs. Bhagyamma (83), Beloved Mother of Fr Selvaraj, died on August 09, 2023.
- Mr. Elvy Jose Thottiyil (45), Nephew of Fr Viju Kunnathottel, died on August 30, 2023.
- Mr. Scaria Parappuram (70), Eldest Brother of Fr Louis Parappuram, died on September 08, 2023.
- Mr. Anthony Lopes (94), Maternal Grandfather of Fr Staney Rodrigues, died on September 11, 2023.
- Mr. C. Varghese Payattukandathil (82), Elder Brother of Fr Thomas Payattukandathil, died on September 11, 2023.
- Mrs. Tessy Jose Illickal (57), Beloved Mother of Dn. Somy Illickal and Younger Sister of Fr Thomas Kalariparambil, died on September 18, 2023.
- Mr. Thomas K. J (Aeranat) (54), Brother of Fr Joseph Kannadom, died on September 22, 2023.

MY SCHEDULE

September - October

Till October 09, 2023	Visitation of Rev. Fr Superior General
October 05-06, 2023	Meeting of General Administration with Provincial Administration
October 07, 2023	Meeting of General Administration with PIF
October 11-20, 2023	Visitation to Philippines Delegation
October 23-27, 2023	Province Retreat at Vinayalaya

VOICE OF SFS



“All the virtues are virtues by the harmony or conformity they have with reason”

TLG, Bk XI, Ch. 7

Fraternally,

**Fr Thomas Kalariparambil MSFS
Provincial**



CONGREGATION OF THE MISSIONARIES OF SAINT FRANCIS DE SALES

SG-AB2 23-166

Casa Generalizia
MISSIONARI DI S. FRANCESCO DI SALES,
Via delle Testuggini 21,
00134 Roma, Italia.
Tel: (06) 99 70 91 47
Fax: (06) 99 70 69 57

August 21, 2023

ORIENTATIONS TO THE CONGREGATION IN THE LIGHT OF THE AMENDED ARTICLES OF THE CONSTITUTION AFTER THE APPROVAL BY THE HOLY SEE

1. *We go for a fixed, non-renewable one-term for all major offices (Superior General and Curia, Provincial, and Curia, Regional Superior and Curia)*
2. *The term of office is 8 years for Superior General and all offices connected with the General Curia (Asst. General, General Councilor, General Bursar), 5 years for Provincials/Vice Provincial and all offices connected with the Provincial Curia, and Regional Superior and Curia, with a midterm chapter/assembly.*
3. *The mid-term chapter or assembly (at the congregational, provincial, and regional level) does not hold any elections to the Curia. It is only meant for evaluation.*
4. *“Those who are in their first term during the promulgation of the new norm will continue and finish their office as per new law (which is five years) and those in their second term will finish their office as per old norm (3+3 =06) years in total.” (From the Minutes of EGC 2022).*
5. *Provincials of Guwahati, Franco-Swiss, and England are serving their second term and they will complete their terms of office at the end of their 3-year second term. All other Provincials serving the first term of office will complete their term at the end of five years. Regional Superior of Southern Africa is also serving the second term and will complete it at the end of the 3-year second term. (non-renewable).*
6. *The office of Local Superiors, Directors, Rectors, and Novice Masters is for a renewable term of three years for two terms only.*
7. *The election of the Provincial Councillors takes place in the following manner:*
 - *Consultation at the Province/Vice-Province level: All eligible members suggest their preferences of as many names as the required number of councilors to the General Administration. It may be done either through E-voting or paper ballot.*

- *General administration counts the votes, assesses the formal eligibility and religious suitability of the candidates, and prepares a panel of names double the required number of councilors. An additional panel of names is also prepared by the General Administration, to meet any unforeseen situation.*
- *The Delegate of the Superior General to the Chapter/Congress opens the envelope containing the panel of names at the time of the election.*
- *The Captiulants elect the required number of councilors only from the panel of names provided.*
- *The election results have to be ratified by the Superior General before they come into effect.*

We implement these decisions with immediate effect as we have obtained the necessary approval from the Holy See. The immediate need is to implement the approved article for the election of the Provincial Councillors starting with East Africa Province, followed by Pune and Nagpur Provinces.

Thank you for your attention,



Live JESUS!

Father Abraham VETTUVELIL, MSFS

Appendix II

POLICIES AND GUIDELINES FOR FINANCIAL PLANNING AND MANAGEMENT OF THE EDUCATIONAL INSTITUTIONS OF SOUTH-WEST INDIA PROVINCE

From the beginning of this academic year 2023-24, South-West India Province has initiated a uniform pattern of professionally managing every aspect of our ministry of education. As part of this process, we have already put in place appropriate measures for academic and office coordination. This document spells out the common policies and guidelines for financial planning and management in all our institutions. It is envisioned that the province will introduce and follow a 3-tier system of financial planning and management.

First, the local management consisting of the Principal (and the Vice-Principal, if any), the Manager and the Administrator will work out the proposals pertaining to all matters that involve finance like fee-structure and increment, salary-structure and increment, infrastructural needs, repair and maintenance, additional facilities, etc. Second, these proposals will be

scrutinized and finalized by a core-committee consisting of two permanent members, namely the Provincial Bursar and the Councilor-in-Charge of Education, and two additional members, namely the Principal and the Administrator of that respective institution. At this stage, the services of the CCO can also be availed, if necessary. Then proposals that are finalized by the core-committee would be forwarded to the Provincial Administration for its approval. Third, the provincial administration studies the proposals and decides what needs to be approved or not be approved. The Provincial communicates the same in writing to the respective Principals. Only with the written approval of the Provincial can these proposals be implemented in the respective institutions.

1. INCREMENT OF SCHOOL FEES

1.1. The need for uniform policies

Uniform practices of fee increment in the province would ensure transparency and impartiality, even when the fee structures would vary from institution to institution. These practices, while minimizing large-scale financial discrepancies, would ensure that all students and parents are treated justly and equitably across different schools within the province.

Factors that could be considered in determining fee increments:

- **Cost of living and location:** Schools located in areas with higher costs of living will have to take into account the factors such as rent, transport, utilities, and local taxes and fix the fees accordingly.
- **Facilities and resources:** Schools offering better facilities such as well-equipped classrooms, libraries, laboratories, sports facilities, technologically advanced infrastructure, specialized activities etc. may justify a higher fee structure.
- **Salaries of Faculty and funds for professional development:** Schools should consider providing competitive salaries to attract and retain qualified and committed faculty. Moreover, funds could also be allocated for their professional development to enhance their teaching standards. However, a balance has to be maintained between competitive salaries to the faculty and fees collected from the parents.
- **Fee structure of surrounding schools:** It may be helpful to compare the fee structures of similar schools in the vicinity. This analysis can enable us to understand the mind of the parents well and ensure that the fee we collect is in line with local expectations.
- **Functions and extra-curricular activities:** The expenses of organising a wide range of functions, events, and extra-curricular activities such

as sports events, cultural festivals, or educational trips may be met by a reasonable fee increment. However, as mentioned earlier we should maintain a balance between the facilities we provide and the fees we collect.

1.2 Procedure

- The local school management prepares the proposals for fee increment taking into consideration the above-mentioned factors and presents them to the core committee.
- The core committee studies these proposals, finalizes them and presents the same to the provincial administration before the 15th of September every year.
- The provincial administration studies these proposals, takes a final call on them and communicates its decision to the respective principals latest by 30th of every September.
- This process would ensure that any fee hike is just, reasonable and is in tune with the missionary character of our congregation. This process also warrants that the entire course of the academic year is well planned, probable eventualities are well foreseen and thus no additional collections are made at any time of the academic year without the written permission of the Provincial.

2. SALARY INCREMENTS

The exercise of salary increments is a key factor in the management of an educational institution.

The practice of years of service as the sole criterion for increments is inadequate and obsolete. Moreover, unilateral and non-transparent decisions of this exercise could lead to a lot of bickering and discontentment among the faculty. Hence, it is ideal to initiate a uniform, objective and transparent procedure for salary increments whereby one would earn the quantum of the increment based on one's overall performance.

2.1. Criteria for Salary Increments

Depending on the educational institution, local policies and budget constraints, a maximum possible amount of increment is to be fixed. The criteria for salary increments would be based on a set of different parameters. Each of the parameters is assigned a maximum score. The quantum of increment will depend on how much each staff scores on all the parameters together. The following, for instance, are some of the parameters.

- **Experience & Tenure:** This would mean taking into account the years of experience of the faculty in a particular institution and upsurge the increment for each year of their service. Long-serving faculty are to be appropriately recognized and rewarded for their dedication and loyalty.

- **Education and Qualifications:** Higher levels of education, such as advanced degrees or additional certifications, are to be rewarded with higher salaries. Further, the faculty who pursue and upgrade their skills regularly should be considered for salary increments.
- **Performance:** Evaluating the performance of the faculty can be a complex task. However, it is crucial and inevitable for ensuring quality education. Assessment has to be based on predefined criteria, such as students' performance on standardized tests, teaching methodologies, classroom observations, feedback from colleagues, students, and parents etc. Performance assessment known as 360-degree comprehensive appraisal of the faculty plays a key role in ensuring efficiency, objectivity, and professionalism.
- **Professional Growth:** The faculty's commitment to constant professional growth and learning by participating in workshops, conferences and engaging themselves as resource persons for national and international conferences, workshops and other professional self-enhancing activities will have to be taken into account while making salary increments.
- **Specialized Skills:** The faculty who possess specialized skills, such as expertise in a specific subject area, proficiency to teach students with special needs, or proficiency in teaching English as a second language, may be eligible for salary increment.
- **Leadership and Extra Responsibilities:** The faculty who assume additional responsibilities such as mentoring new teachers, leading committees, organizing extracurricular activities, heading departments, and coordinating curriculum could be considered for salary increment.
- **Regional Cost of accommodation:** The faculty's regional cost of accommodation may be considered while making salary increments so that they are assured of a decent living.
- **Teacher Shortages and Retention:** Salary increments can be considered in order to retain the highly qualified faculty with us, especially in those areas where there's a dearth of qualified faculty or where other institutions could lure and poach them with lucrative salaries.

Salary Increment of Non-Teaching Staff:

The core committee would be the sole authority in recruiting, fixing the basic salary as well as determining the salary increments of different categories of non-teaching staff, such as office administrative staff, house mothers and drivers. The fundamental principle of just wages to all our co-workers should be followed here. Some of the factors such as the nature and the location of the institution, years of service, commitment to their du-

ties and the institution in general, punctuality and reliability etc., are to be considered while making their salary increments. This objective practice would ensure that the dedication and longevity of the non-teaching staff is also appropriately recognized and rewarded.

2.2. Procedure

- With the consent of the Councillor-in-Charge of Education, the CCO shall make a specific format available for determining the various divisions for the fee increment. He will also ensure that there's a compatible software for the envisaged appraisal system.
- The appraisal system will have to be already introduced in our institutions from October 2023. Prior to this all the necessary information (and training, if needed) will have to be passed on to the concerned parties.
- The principal and the administrator, while strictly adhering to the procedure prescribed, will work out the specific proposals for salary increment.
- The core-committee on finance will scrutinize the proposals and submit them to the provincial administration latest by 31st of April every year.
- The provincial Administration will study the proposals and communicate its decisions in writing to the concerned principals and administrators latest by 15th of May.
- The approved increments will come into effect from the first month of the new academic year.
- The principals are expected to take utmost care and responsibility in adhering to these requirements and submit their proposals well in time to facilitate smooth and transparent salary increments in our institutions.

These above-mentioned standardized criteria, such as years of service and experience, qualification, evaluation of performance, and professional development can provide clear guidelines for determining salary increments while at the same time ensuring fairness and consistency across all the boards (CBSE, ICSE, State syllabus). The uniform pattern of assessment and the corresponding increment of salaries could boost the confidence and trust of our faculty. This would also enable them to bring out their best in terms of their performance.

The councillor-in-charge of Education will ensure that the criteria for salary increments and the mode of assessment are circulated among all the stakeholders. He would also ensure that all are sufficiently enlightened about the new system of assessment and tries to create mutual trust for the effective implementation.

3. SCHOOL FUNCTIONS

- The quality of functions in an institution is one of the visible indicators of the quality of that institution. Therefore, conducting well planned and organized school functions are part and parcel of our ministry of education. However, extreme care should be taken to maintain a healthy balance between the number of functions and the academic excellence, which is the primary focus of any educational institution.
- The number of events to be conducted in an academic year should be fixed well in advance. These events or functions can be categorized into two types: primary and secondary. All these events have to be meticulously planned. In the annual budget, the expenses of these well foreseen programmes will have to be clearly reflected and there shouldn't be any room for ambiguities later on.
- It is mandatory to seek the approval of the provincial administration for the budget proposed concerning the functions in any institution. The budget proposals should be submitted at least 30-45 days prior to the planned function or event.
- Furthermore, it is important to obtain quotations at least from three vendors in order to compare price and quality.
- It should be noted in unequivocal terms that we do not collect any additional amount in the name of extravagant functions. If for some serious reasons additional collections are to be made, prior written permission of the provincial is obligatory. Such additional collections or sponsorships are to be directly handled by the administrator. The income and expenses related to such collections should be properly accounted and presented to the Provincial bursar.
- Picnics, study tours and excursions should follow the same principles of financial accountability. Proper budgeting and the required approval from the provincial administration should be obtained well in advance. The income and expenses of such study tours and excursions should be thoroughly accounted and specifically made available to the Provincial Bursar.

4. NOTEBOOKS, STATIONERY, AND UNIFORMS

By implementing a uniform pattern of distribution of notebooks, stationery, and uniforms we strive to meet the expectations of the parents and students adequately. Through this approach we can provide standardized goods, prioritize their quality and at the same time make them affordable.

In this context it is to be noted that our Garment producing unit at Karahalli and notebooks printing unit at Kolar are registered together as a company. This company can sell its products

and make profit within the framework and it comes under the purview of normal income tax. Therefore, it is envisaged that this company will directly sell the uniforms and stationery in our institutions like any other vendor and follow all the legal and civil requirements expected of a registered company.

To ensure transparent and systematic distribution of notebooks, stationery, and uniforms across all our institutions, the following guidelines and procedures could be implemented:

- **Supply of Books and Stationery:** All our institutions will have books and stationery provided by our company, owned or managed by us. This ensures consistency and standardization in the supplies and eliminates variations in prices that may arise from different suppliers.
- **Uniform Quality Monitoring:** The Administrator of the school will check and monitor the quality of uniforms supplied to each institution.
- **Consideration of Quality and Affordability:** When introducing uniforms, it is crucial to take into consideration the quality of the material, stitching, and affordability. Prioritizing durable materials and proper craftsmanship ensures that the uniforms are comfortable for students.
- **Quotations:** Wherever other vendors are involved they should be asked to submit quotations at least six months prior to the actual date of supply. This allows sufficient time for reviewing and comparing the tenders from different vendors.
- **Fulfilment of Terms and Conditions:** Vendors' payment should be completed only after the terms and conditions of the agreement have been fulfilled in their entirety. This implies delivering uniforms that meet the specified standards of quality and adhering to the agreed-upon timelines.
- **Controlled Uniform Variation:** As a common policy, all our institutions will have only three types of uniforms. Unauthorized changes either in the number or the types of uniforms are strictly prohibited.

5. PURCHASING OF TEXT BOOKS AND OTHER STUDY MATERIALS

The guidelines for buying the textbooks and study materials:

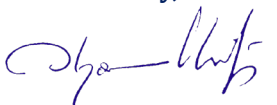
- **Vendor Selection and Quotations:** Different vendors, publishers, or distributors should be approached for each syllabus or board to gather quotations.
- **Principal's Role and Committee Approval:** The principal forms a team of competent people to evaluate the quality and content of the textbooks from different publishers. He then prepares a written report based on which he, along with the administrator and the provincial bursar, will negotiate with the selected publishers/distributors and finalize the purchase of the books.

- **Payment and Terms and Conditions:** Payment to the vendors should only be completed only if and after the terms and conditions of the agreement have been fulfilled. This includes delivering textbooks of the agreed quality and content within the specified timelines.

6. GUIDELINE FOR INFRASTRUCTURAL DEVELOPMENT

- Identify the Infrastructure Needs:** A comprehensive assessment of the infrastructure requirements for the upcoming academic year has to be conducted. This may include labs, computer facilities, libraries, vehicles, or buses.
- Proposal:** The proposal has to be well-structured so that it clearly outlines the infrastructure needs, including details such as the purpose, specifications, estimated costs, and expected benefits. Supporting documentation, such as architectural plans, equipment specifications, or vendor quotations has to be provided for clarity and approval.
- Seek Permission from Provincial Administration:** The proposal then has to be submitted to the provincial administration for review and approval.
- Review and Evaluation:** The provincial administration will assess the proposal based on factors such as feasibility, availability of funds, compatibility with educational policies and the overall impact.
- Approval and Budget Allocation:** After reviewing and evaluating the proposal the provincial administration will grant permission and advise how funds have to be availed for the infrastructural development.
- Implementation and Monitoring:** After obtaining the written permission and with the allocated budget, the local school management can proceed with the implementation of the infrastructural development. At this phase a proper timeline has to be maintained, relevant stakeholders have to be engaged correctly and the progress of the work has to be monitored regularly.
- All such proposals should be made along with the general budget proposal and no additional proposal shall be entertained during the course of the year.**

Fraternally,



Fr Thomas Kalariparambil MSFS
Provincial

